

Test Information Distribution Engine (TIDE)

Column Headers Quick Start Explanations for TIDE File Uploads (.xlsx and .csv)

1. User Template File

- a. District ID = This is the district's 4-digit MEDMS #
 - i. <http://www.maine.gov/education/medms/IDfiles/idcodelist.pdf>
- b. School ID = This is the school's 4-digit MEDMS #
 - i. <http://www.maine.gov/education/medms/IDfiles/idcodelist.pdf>
- c. First Name
- d. Last Name
- e. Email = staff email is also your TIDE user name
- f. Phone (optional)
- g. Role = SC or TA
- h. Action = ADD or DELETE

2. Roster Template File

- a. District ID = This is the district's 4-digit MEDMS #
 - i. <http://www.maine.gov/education/medms/IDfiles/idcodelist.pdf>
- b. School ID = This is the school's 4-digit MEDMS #
 - i. <http://www.maine.gov/education/medms/IDfiles/idcodelist.pdf>
- c. User Email = Staff's email (also user name in TIDE)
- d. Roster Name = Recommend perhaps course name/combined with section number
- e. SSID = Student State 9-digit ID number

3. Test Settings Template File (separate document)